

Greater St. Louis Federal Executive Board
Gateway COOP Working Group
Minutes
April 14, 2005

On Thursday, April 14, 2005 the Gateway COOP Working Group conducted a meeting at 4300 Goodfellow, Building 105L, Class Room 4. The meeting started at 1:00 and ended just after 3:00 pm. In attendance were approximately 45 representatives from various federal agencies in and around the St. Louis Metro area. Steve Seton the National Security Program Coordinator for DHS/FEMA Region VII was present and contributed. Sign-in sheets were distributed and recovered.

The intent of this meeting was to deliver a COOP 101 presentation at the request of GCWG during the March meeting. The goal was to get the group to a level of comfort with COOP and to openly discuss their COOP challenges. The presentation covered the following:

- * COOP Overview
- * COOP terms and the benefits of COOP planning
- * Explain elements of a viable COOP capability
- * COOP Threat and Vulnerability
- * Test, Training and Exercises
- * COOP Definition and Scope
- * Authority for COOP
- * DHS's and GSA's Role in COOP

Examples of COOP plan templates, Delegation of Authority, Orders of Succession were presented and discussed. The presentation also included a brief example of the threat and vulnerability for the St. Louis area both natural and man-made.

There was some discussion about the COOP manager's course to be conducted in May. Training will be held at the L. Douglas Abram Federal Building, 1520 Market Street. After an exhaustive PowerPoint presentation the meeting goals were met and then some.

I suspect that the May meeting will be short and my intent is to have the Planning committee meet afterwards to discuss further development of the planning calendar.

The next meeting will be 1:00 Thursday, May 12, 2005 at the L. Douglas Abram Federal Building, 1520 Market Street, Room 2714. Parking in the Savvis Garage is \$4 per day if you're in by 9am and out by 5pm (\$7 otherwise).

Future meetings

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| May 12 | Recap of the COOP manager's course. Best Practices
L. Douglas Abram Fed Bldg, 1520 Market Street, Room 2714. |
| June 9 | Local Emergency Management GSA Leasing
4300 Goodfellow, Building 105L, Class Room 4. |
| July 14 | Telecommunications
4300 Goodfellow, Building 105L, Class Room 4. |
| August 23-25 | COOP Exercise Design Course |

Submitted by: Dennis Prevett

